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ABSTRACT OF THE DISCLOSURE

When a desired document file to be attached to electronic mail is designated, access information relating to the designated document file, e.g., access information relating to the location of the document and privilege to access the document, is acquired. The access information is set by a user through a prescribed user interface. An attachment file which includes this access information is generated and electronic mail to which the generated attachment file has been attached is transmitted. The receiving side acquires and views the corresponding document file in accordance with the attached access information.